

City of Casa Grande, Development Center, 510 East Florence Blvd., Casa Grande, Arizona 85122
Office: (520) 421-8630 Fax (520) 421-8631 Inspection Line: (520) 421-8684
dcpermits@casagrandeaz.gov www.casagrandeaz.gov

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#### **Solar System Permit Application**

## Provide All Information Fill in All Blanks Project Name: \_\_\_\_\_ Project Address: Property Owner: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_ Parcel No: \_\_\_\_\_\_ Use of Building: \_\_\_\_\_ Applicant & Contact Person: Street Address: City: \_\_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_ Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_ Contractor: Street Address: \_\_\_\_\_ State: Zip: Phone No: Contractor's License: \_\_\_\_\_ City Business License: \_\_\_\_\_ Describe Work to Be Done: □ Commercial □ Residential Purpose of Work: ■ PV System ■ Water Heater System ☐ Pool Heater ☐ Pool Pump Additional work required?: □ Electrical □ Plumbing □ Other: Size of system KW/gallons: \_\_\_\_\_ Estimated Construction Value \$\_\_\_\_\_ I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Print Name

Date

I understand that review of my project will not commence until a plan review fee has been paid in full.

Owner/ Representative Signature

	any Name			
License No. ROC		License Class		
Signature Printed Nam	e	Title		
A. R. S. §42-5006 requires out of state contractors or copost a surety bond with the Department of Revenue. Per permits without evidence of this bond or a waiver from the state of the sta	A. R. S. §42-5007 the City			
EXEMPTION FROM L	ICENSING			
am exempt from Arizona Contractors' License Laws on the basis camely:	of the license exemptions co	ontained in A.R.S §32-112		
A.R.S §32-1121A.5 – I am the owner/builder of the property a year after completion of this project.	nd the property will not be s	sold or rented for at least o		
A.R.S §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor provide all construction services. All contractors' names and license numbers will be included in all sa documents.				
OtherPlease specify				
understand that the exemption provided by A.R.S §32-1121A.construction project which requires a building permit. See State will be using the following licensed contractors on this project:				
General Contractor				
	License No. ROC	License Class		
Mechanical Contractor	License No. ROC	License Class  License Class		
Mechanical Contractor  Electrical Contractor				
	License No. ROC	License Class		
Electrical Contractor	License No. ROC License No. ROC	License Class  License Class		
Electrical Contractor  Low Voltage Contractor	License No. ROC  License No. ROC  License No. ROC	License Class  License Class  License Class		

FALSIFICATION OF THE INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING STATE LICENSING LAWS IS A CLASS II MISDEMEANOR PURSUANT TO A.R.S §13-2704.



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### Solar System Log-in Check List

			Solar System Log-In Check List  Project Type:  Photovoltaic  Water Heater  Other
This It is ı	is NC ather	T a re a met	to help you assure all items needed for plan review and permitting are being submitted at this time. Exiew to assure the documentation provided is correct or a Code review of the plans. Suchod to help you provide all documentation required to start a review.  The processed without this form first being completed and signed by applicant.
Nam	e of F	Project	:
Proje	ect Sti	reet Ad	ddress:
Pers	on Su	ubmitti	ng Application (PRINT):
			ner/Agent 🖵 Contractor/Agent Tel. No Fax: Fax:
			d submitted., N = Required and missing, N/A = Not Applicable to this project
Υ	N	N/A	
			Completed and signed City building permit application form included?  Bond or Exemption form provided per ARS §42-5006
			Three (3) Site Plans included, drawn to a 1/30 scale? ( 2 Sets for RESIDENTIAL)
			Site plans locate all property lines, setbacks, easements, buffers, and drainage structures?
			Site plans locate all existing buildings or structures, as well as the new solar installation?
			Site plans locate all existing and proposed decks, steps, walks, drives, fences, & walls?  Site plans show no encroachment of any setbacks, easements, or buffers?
_			Three (3) Solar Plans included, drawn no smaller than 1/4" = 1' scale? (2 for RESIDENTIAL)
			Project size and type?
			Brief description of system?
			Listing of effective codes for design and construction?
			Property owner's name, street address, and phone numbers?
			All designer's names, street addresses, contact persons, and phone numbers?
			Plan page index listing all plan pages in the submittal? Are all pages included?  Building plans include dimensioned plan for all structural supports?
			Engineering for solar system support structure and any modifications required to building?
_			Schedule showing all equipment? (panels, combiner boxes, inverters, disconnects, meters, etc.)
			Single line and three line electrical diagrams?
			Complete panel information?
			Grounding and bonding shown?
			Plan showing elevation view of system?
			Plan shows elevations and plan view of roof, showing roof and solar pitch for each section?
			All load calculations including temperature corrected numbers? Wire type and size?
_			Wiring protection? (Conduit type and size) Plastic not allowed per NEC 352.12 and 353.12
			Location of all equipment shown? SES, disconnects, meters, inverters, circuit breakers, etc.?
			Manufacture's installation instructions included?
			All equipment properly listed and labeled for this installation?
			Solar system labels shown or noted on plans?
			copy of the completed check list. Requirements for any missing information have been explained to me.
			ture: Date:
			**************************************
	DV.		DATE:

# Over-All Review Timeframes for Building Permits<sup>1, 7, 8</sup>

		Substantive Review Stage <sup>3</sup>		
Permit Classification	Administrative Completeness Review <sup>2</sup>	Review of Initial Submittal <sup>4,8</sup>	Review of Resubmittal and Staff Decision to Approve / Deny 5, 7, 8	Over-All Timeframe <sup>6, 7, 8</sup>
Commercial – New Construction & Additions	2	30	30	62
Multi-family - New Construction & Additions	2	30	30	62
Commercial Alterations and Tenant Improvements	2	20	20	42
Multi-family Alterations	2	20	20	42
Standard Plan – Single Family	2	20	20	42
Single Family – New, Alterations & Additions	2	20	20	42
Swimming Pool	2	20	20	42
Park Home – New, Alterations & Additions	2	20	20	42
Manufactured Home – Site Plan Review	2	20	20	42
Manufactured Home – Additions & Alterations	2	20	20	42
Demolition	2	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	42
Solar	2	20	20	42
Fire Dept. Permits	2	20	20	42
Registered Industrial Plant	2	20	20	42
Certificate of Occupancy (Existing Buildings)	2	20	20	42
Industrial Waste Discharge	2	20	20	42
Foundation Only	2	20	20	42
Sign	2	20	20	42
Detached Accessory Structures & Fences	2	20	20	42
Accessory Structure Site Plan Review – NO Building Permit	2	20	20	42
Promotional Sign/Banner	2	10	10	22
Temporary Use	2	10	10	22
Home Occupation	2	10	10	22
Construction Noise	2	10	10	22

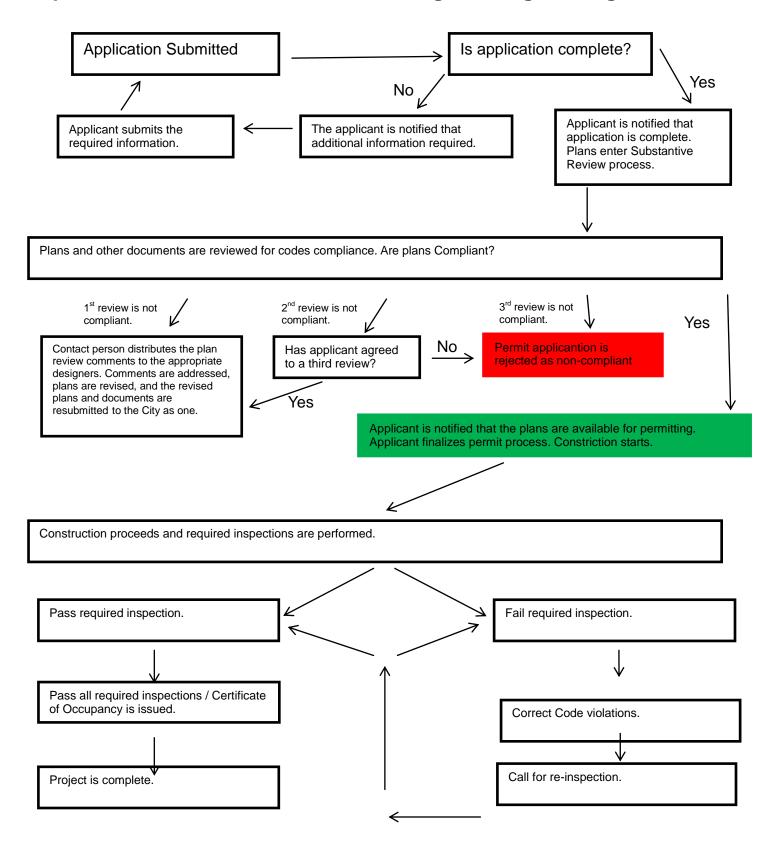
- All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where
  possible.
- 2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
- Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
- 4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
- 5. Review of resubmittal shall be limited to:
  - a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
  - b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
- 6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
- 7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
- 8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes, In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50%.

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

For more information, please contact the Development Center Staff at (520) 426-8630 or dcpermits@cgaz.gov				
I hereby consent to an extension of the stated Substantive Revie	ew timeframe for a maximum of	additional days.		
Applicant	Agreed to by City			

### **Completeness Review Process for Building and Engineering Permits**



### **Appeal Process for Denied Applications**

The first appeal is to the Building Official. Please make you appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of of either side. The Board cannot wave Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manor and time required by law following the filing of the decision in the office of the chief administrative officer.